

### 1. Introduction

The Electricity Act, 1998 requires the IESO to establish one or more processes by which consumers, distributors, generators, transmitters and other persons who have an interest in the electricity industry (collectively, stakeholders) may provide advice and recommendations for consideration by the IESO.

These terms of reference are intended to provide guidelines for the Wind Power Standing Committee.

### 2. Purpose of the Committee

The Committee is a forum for its members to be informed and educated on IESO activities as well as providing timely advice directly to the IESO. This advice would apply for matters relating to operational and implementation of wind related decisions of the IESO controlled grid, at a working level as well as any other matter of concern to stakeholders. This advice may be used by the IESO to revise procedures, protocols and or market rules as required.

### 3. IESO Sponsor for the Committee

Name	Title	Department	Phone Number	E-mail
Dan Rochester	Mgr, Reliability Standards & Assessments	Planning and Assessments	905-855-6363	Dan.rochester@ieso.ca

This IESO management contact is responsible for approving or seeking approval for recommendations resulting from the meeting.

### 4. Composition of the Committee

Stakeholders are asked to apply for membership by sending a notice to the Chair of the Committee.

Name of the members of the Committee will be published on the IESO website.

### 5. Organization and Administration of Meetings of the Committee

- (a) IESO staff will chair the Committee. The chair may act as the facilitator for the meeting, or a separate independent facilitator may be used. The Chair or facilitator will be responsible for the role of a time keeper.

- (b) The Chair will ensure all meeting support material is circulated in advance to Committee members via email, and posted. The meeting date should be announced at least three weeks in advance so members have time to arrange their schedules. The Chair should produce an agenda two weeks in advance of the meeting to allow members to contribute to the agenda. Meeting materials should be provided one week in advance along with the final agenda so that members have the opportunity to prepare for the meeting.
- (c) The agenda will state the sponsor's and facilitator's name, what the purpose and objectives are for the meeting, agenda items to be discussed indicating which items are for information purposes and those where IESO is looking for input and indicate any pre-meeting requirements (e.g., members attending are expected to have read a document prior to attending).
- (d) Attendance may be in person, teleconferencing or webcast facilities. If attendance does not meet the minimum quorum; the Chair may postpone or cancel the meeting.
- (e) The Chair, or a delegate, will take meeting minutes including actionable items and their resolution. Meeting minutes, including any accompanying written submissions, will be distributed to all members within five business days following a meeting. Committee members will review the minutes and provide any comments to the Chair within four business days of receipt of the draft. The Chair will finalize the minutes and will then distribute the minutes and related written submissions to the Committee members and will post those materials on the IESO web site. This will be done within ten business days following the meeting.
- (f) The Committee will adhere to the stakeholder engagement principles:  
<http://www.ieso.ca/imoweb/pubs/consult/se/Stakeholder-Engagement-Principles.pdf>
- (g) All members are to come prepared to the meeting including providing materials in advance to all members.
- (h) All members are expected to follow these Terms of References which will be posted on the Committee's web page.

## 6. Normal Order of Meeting

- (a) The Chair shall ask attendees to introduce themselves to determine who is present, including those participating remotely.
- (b) The Chair will recap any item of note from the previous meeting and deal with any outstanding action items.
- (c) The Chair shall note any new items that are on the agenda in the order that they appear on the agenda. Committee members may request for additional items to be added under new business on the agenda.

- (d) The Chair should ensure that any presenter/speaker is able to present his/her material and that the participants have an opportunity to seek clarification questions only. Opinions, comments, and debates will wait until the conclusion of the presentation. As a general rule for long or complex presentations the chair should limit interventions to points of clarification so that the entire presentation can be delivered.
- (e) The Chair or facilitator will manage the meeting to ensure everyone has a voice at the meeting and no one dominates the discussions.
- (f) Comments or concerns raised by participants should be written on flip charts or whiteboards for all in attendance at the meeting to see. The Chair, moderator, facilitator, or note-taker should seek confirmation that the notations or notes accurately summarize the issue. The Chair will check with the participant to make sure the point has been adequately captured.
- (g) All participant comments will be documented in the notes and posted (where appropriate to the meeting objectives). The Chair will inform participants that all views will be fully communicated to decision-makers prior to decisions being made.
- (h) At the conclusion of the meeting, the Chair will close with a summary, recap the agreed to action items, inform members of the next steps as well as next meeting date. Developing a draft agenda for next meeting is optional, depending on when the next meeting is.

**Polling (voting may take place where market rules or other legislation exists)**

The primary purpose of polling is to provide Committee members with the opportunity to formally register their views on issues and thereby clearly communicate those positions to the IESO. Accordingly, motions are not normally considered “carried” or “defeated” in the traditional sense.

The decision to poll the group rests with the Chair. Where a poll is declared; all meeting attendees are required to indicate support, no support or “abstain” for the record.

The Chair shall record the results of the poll by individual name and company/sector for the meeting minutes and are a matter of public record.